

NJ Sea Grant Publications & Reporting Policies & Guidelines

GENERAL PUBLICATION GUIDELINES

Per congressional mandate, all researchers receiving Sea Grant funding must publish research results and disseminate them to as wide an audience as possible. These results will also be reported to the federal government, which maintains a library of all Sea Grant publications at the University of Rhode Island.

Submission of these articles and/or other resulting materials (brochures, posters, fact sheets, CD's, manuals, workshop materials, etc.) is critical to the continued success of the New Jersey Sea Grant (NJSG) program at the New Jersey Marine Sciences Consortium (NJMSC). It is also a requirement of your Sea Grant funding.

In addition to submitting the required progress and final reports described therein, the Principal Investigator of each NJSG project is also responsible for communicating the results of his/her research. With all research projects, investigators are expected to submit publications to professional journals to disseminate information to the scientific community. Funding for your research publications must be included in your proposal budget.

ACKNOWLEDGEMENTS and PUBLICATION NUMBERS

Publications and other products resulting all or in part from NJSG funding **must** acknowledge all forms of support, including the following statement in an appropriate position or location, usually on the last page or inside front or back cover.

This [publication manual, fact sheet, poster, CD, presentation, etc.] is the result of [work, research] sponsored by New Jersey Sea Grant with funds from the National Oceanic and Atmospheric Administration (NOAA) Office of Sea Grant, U.S. Department of Commerce, under NOAA grant number {Insert Appropriate NOAA Grant Number Here} and New Jersey Marine Sciences Consortium/New Jersey Sea Grant with funds appropriated by the State of New Jersey. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of New Jersey Sea Grant or the U.S Department of Commerce. {Insert Assigned NJSG Publication Number Here: NJSG-XX-XXX}

NOTE: Including this acknowledgement is a critical fulfillment of your Sea Grant Award

As indicated in the acknowledgment paragraph, a NJSG publication number must be included. To obtain a NJSG publication number, contact the NJMSC/NJSG Communications Office only **AFTER** your paper or manuscript has been accepted, but **PRIOR** to submitting your manuscript for publication. You will be assigned a number that will be reserved for that specific publication. The number will be recorded as "in review" or "in press". If, for any reason, the status of the manuscript changes (i.e. not accepted for publication, rewritten and submitted under a similar title, etc.) please notify the Communications Office immediately so the changes can be made in our records. The assigned NJSG number must be placed on all materials and products.

NOAA GRANT NUMBERS

To find the NOAA grant number (this is different from the NJSG publication number) under which your project was supported, consult the following list of grant numbers issued since 1990:

3/1/97 - 9/30/02	NA76-RG0091
3/1/01-2/28/06	NA16RG1047
3/1/06 – Present	NA060AR4170086

OTHER PUBLICATIONS REQUIREMENTS

NJSG requires ten (**10**) reprint copies of every journal article, published abstract or other product (fact sheet, web-page, CD, etc.) resulting from Sea Grant-funded research for the National Sea Grant Depository, mandatory distribution, and our files. This ensures adequate distribution to identified audiences. **ALL JOURNAL ARTICLES MUST INCLUDE AN ABSTRACT.**

ELECTRONIC FILES

In an effort to comply with new Federal and program policies regarding paperwork reduction and create a more efficient system of storing and distributing research-related information, we ask that whenever possible, an electronic version of your articles and publications be provided to the Communications Office. The National Sea Grant Library is currently making a transition to digital and electronic distribution and filing of all Sea Grant products. Ideally, your documents should be scanned or converted and sent as PDF files. These files can be emailed electronically as attachments to the Communications Director at kkosko@njmsc.org or sent on a disk to Kim Kosko, Director of Communications, NJMSC/NJSG, 22 Magruder Road, Fort Hancock, NJ 07732. When providing electronic files Communications will handle printing the necessary number of copies for distribution, so it is NOT necessary to submit the ten reprint copies mentioned in the above paragraph.

THESES

The NJSG office requires five (**5**) copies of the abstract and a title page and is required to send three copies of the actual thesis to the Sea Grant Depository at the URI Pell Library. The abstracts are kept on file for review by interested audiences about work done through Sea Grant-supported or related research.

FACT SHEETS AND ONE- PAGERS

These are designed to convey information on specific issues and topics to the public and user groups. They are frequently based on, but not restricted to, NJSG research and usually compiled by the New Jersey Sea Grant Extension Program and/or Communications staff and designed to be easily readable. If you plan to produce outreach materials please contact the Communications Office, since they are required to include a NJSG publication number, NJMSC/NJSG and NOAA logos.

PRESS/ MEDIA RELATIONS

The more Sea Grant is mentioned in the media, the more widely recognized the program becomes. Greater program exposure can go a long way toward stabilized and improved funding support for the National Sea Grant Program (and subsequently New Jersey) in the future. If you are contacted by any media about your research, **please be sure to mention the New Jersey and/or the National Sea Grant Program.**

STYLE GUIDELINES

Standard NJMSC/NJSG Summary Paragraph

The New Jersey Marine Sciences Consortium/New Jersey Sea Grant is an affiliation of colleges, universities and other groups dedicated to advancing knowledge and stewardship of New Jersey's marine and coastal environment. NJMSC/NJSG meets its mission through its innovative research, education and outreach programs. For more information about NJMSC/NJ Sea Grant, visit njmsc.org.

VISUAL IDENTITY – Logo Usage

The NJMSC/NJSG logo and the NOAA logo are available for download in several file formats at:

http://www.njmsc.org/Media_Center/Logos.html

1. Appearance



The NJMSC/NJSG logo is the NJMSC turquoise/dark blue abstract shape combined with the dark blue Sea Grant sea gull set over a light blue oval.

Do not use the NJMSC component without the NJSG component and vice versa.

Do not print other graphic elements behind the NJMSC/NJSG logo or over it.

Do not alter the logo's proportions by widening or elongating it.

2. Size

Do not use the logo in a size less than 2 1/2 inches wide (for print use) or 72 pixels high/180 pixels wide (for Web/screen use). There is no limit to how large the logo can be.

Do not alter the logo's proportions by widening or elongating it.

3. Color

PMS Colors

Turquoise 314

Dark Blue 294

Background Oval 628

CMYK version has equivalent colors.

4. Font

Helvetica

The NOAA Logo



1. Appearance

REPORTING REQUIREMENTS

The National Sea Grant Office requires certain programmatic reporting for research projects that NJSG is obligated to file on your behalf. These reports include a Progress Report and a Final Project Summary Report. If, for any reason, the project is terminated before the stated contract date, a Final Project Summary Report is still required.

All reports should be filed on a NOAA Form 90-2, which is available on nimsc.org. They must be submitted electronically as an email attachment to Ms. Tara Shah, Administrative Assistant at tshah@nimsc.org or mailed on a disk to Tara Shah, Administrative Assistant, NJMSC/NJSG, 22 Magruder Road, Fort Hancock, NJ 07732.

PROGRESS REPORT

A brief Progress Report using NOAA Form 90-2 MUST be filed electronically for all projects at the mid-way point of the funding cycle (i.e. a one-year funded project must file a Progress Report at the six-month point, a two-year funded project must file at the one-year point).

FINAL PROJECT SUMMARY REPORT:

The Final Project Summary Report summarizes the findings and results of a Sea Grant project. This report is due to Ms. Betsch NO LATER THAN TWO MONTHS after project completion date and MUST be sent electronically on NOAA Form 90-2. Covering the following points, the Final Project Summary shall:

1. Assess the degree to which each objective has been achieved
2. Identify new research directions pursued during the course of the project and reasons for modifying original research plans
3. Describe major problems encountered during the study, especially those associated with experimental protocols and how they were resolved
4. List and briefly describe ancillary research topics, if any, that resulted in technical publications that one might not obviously associate with the project
5. Discuss the technology transfer processes used to disseminate information
6. List all presentations, reports, publications and/or journal articles resulting from this research
7. List any level of student support on the project (undergraduate/graduate)
8. If anyone is applying these research results, how is this being done?

9. Suggest follow-up activity or new research direction to ensure that project results are applied to the fullest extent possible
10. In the event your project is prematurely terminated, discuss reasons for termination

PENALTIES FOR LATE REPORTING

Failure to submit the mid-way or final project summary will freeze all funds until the missing report is filed. Ten percent (10%) of each award will be withheld pending submission of final project summary AND proof of publication.

In case of missed deadlines, the Principal Investigator will be notified by email with a copy to his/her institution’s grants officer.

NEW JERSEY SEA GRANT CONTACT INFORMATION

**Sandy Hook Field Station
22 Magruder Road
Fort Hancock, NJ 07732**

Phone: 732-872-1300, Fax: 732-872-9573

Contact	Phone Extension	E-mail
Director Position Vacant Associate Director Dr. Peter Rowe	31	prowe@njmsc.org
Publications and Reprints Communications Kim Kosko, Director Marsha Samuel, Communications Specialist	18 15	kkosko@njmsc.org msamuel@njmsc.org
Progress and Final Reports Program Associate Tara Shah	10	tshah@njmsc.org
Expenditure Reports Sea Grant Accountant Augie Anfuso	26	aanfuso@njmsc.org

All forms can be found on our website: www.njmsc.org